

# MUSD

MANTECA UNIFIED SCHOOL DISTRICT

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P.O. Box 32  
Manteca, CA 95336

2271 West Louise Avenue, Manteca  
(209) 825-3200

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**Job Description**

**No. 204.16**

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## ***DIRECTOR OF NUTRITION SERVICES***

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### **SUMMARY OF POSITION:**

Under the direction of the Director of Operations, plans, directs, and manages the activities and operations of the District's Nutrition Services Department including the leadership over cafeterias, staff, purchasing of food products and supplies, inventory control, budget administration, nutrition, menu management, meal distribution, and catering. Serves as immediate supervisor for designated employees.

### **MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

Thirty semester college units.

### **DESIRABLE QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

1. Bachelors' degree from an accredited college or university with major course work in restaurant management/food service, business administration, or related field.
2. Certification as a Registered Dietician.

### **MINIMUM EXPERIENCE:**

Five years of increasingly responsible experience in commercial and industrial food preparation and service, including food service supervisory or management experience.

### **SKILLS AND ABILITIES:**

1. Interprets laws, rules, and regulations governing the food service program.
2. Works with District and school site personnel, parents, and the general public in a pleasant and cooperative manner.
3. Communicates effectively, orally, and in writing.
4. Possesses effective public speaking techniques.
5. Maintains open communication and cooperative relationships with others, inspires individual and team development, and reviews processes for improvement.
6. Maintains confidentiality regarding sensitive information.
7. Remains tactful and courteous in all matters to maintain and/or establish good public relations.

8. Possesses competence in the usage of basic computer skills and standard office software applications.

**ESSENTIAL FUNCTIONS:**

1. Directs and manages the District wide food service program in conformance with federal and state laws and regulations, local and state health ordinances, and school district policies.
2. Develops and implements standards for efficient, sanitary, and nutritious food service for the purpose of ensuring quality and quantity of the food service program.
3. Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts, and maintaining District wide services.
4. Performs personnel functions (i.e. interviewing, evaluation, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
5. Consults with kitchen designers and architects on design and specifications for construction or renovation of kitchen/cafeteria facilities.
6. Serves as a resource for nutrition education materials for classrooms by providing nutrition education to students during lunch through special promotions, games, posters, etc., in order to promote sound life-long eating habits.
7. Trains and monitors the training of food service supervisors and other food service employees for the purpose of ensuring an exceptional program.
8. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and /or fiscal practices are followed.
9. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Stand, walk and bend over, kneel, crouch, reach overhead, grasp, push and pull. Move, lift and/or carry up to 30 pounds to waist height.
2. Demonstrate normal depth perception.
3. Sitting, walking, or standing for extended periods of time.
4. Dexterity of hands and fingers to operate a computer keyboard or typewriter, operate standard office equipment, and use a telephone.
5. See and read a computer screen and printed matter with or without vision aids.
6. Distinguish colors.
7. Read and understand rules and policies, labels, and instructions.
8. Verbal communications including the ability to speak and hear at normal room levels and on the telephone.
9. Ability to work at a computer terminal for extended periods of time.

**WORK ENVIRONMENT:**

1. Work indoors in a standard office environment.
2. May be requested to work outside of normal workdays and office hours.
3. May be required to work in emergency situations.

**SPECIAL REQUIREMENTS:**

1. Maintain Food Safety Certification.
2. Maintain valid California driver's license.
3. Maintain District-insurable driving record.